

MINUTES
of the
Executive Committee
of the Capital Area Regional Planning Commission

May 5, 2025

Zoom Webinar

5:15 pm

Participant Information

Commissioners Present: Maureen Crombie, Peter McKeever, Heidi Murphy, David Pfeiffer, Cynthia Richson, Nick Zavos

Commissioners Absent: None

Staff Present: Tanya Sime, Jason Valerius

Others Present: None

1. Establish Quorum (5:15)

The meeting was called to order by Chair Pfeiffer at 5:15 pm. Quorum was established

2. Public Comment on Matters not on the agenda

No public comment.

3. Minutes of April 7, 2025, Executive Committee Meeting (*actionable item*) (5:16)

Commissioner Murphy moved to approve the minutes. Commissioner Crombie seconded. The motion carried unanimously.

4. February 2025 Financial Statements and March 2025 Operating Account Reconciliation (*actionable item*) (5:17)

Commissioner McKeever moved to approve the February/March financial package. Commissioner Zavos seconded. The motion carried unanimously.

5. March 2025 Financial Statements and April 2025 Operating Account Reconciliation (*actionable item*) (5:18)

Commissioner McKeever moved to approve the February/March financial package. Commissioner Zavos seconded. The motion carried unanimously.

6. 2026 Preliminary Budget – Staff report and discussion (5:19)

Executive Director Jason Valerius provided an overview of the preliminary 2026 budget. He outlined revenue assumptions, expected expenditures, and the preliminary draft levy charge to Dane County. Commissioners discussed the importance of alignment with strategic priorities, sufficient staffing levels, and maintaining flexibility for contract-based work. No action was taken; discussion only.

7. Future Agenda Items (next meeting is **Monday, June 9, 2025, via Zoom Webinar at **5:15 pm**) (5:50)**

- a. Recommendation on preliminary 2026 budget and Dane County levy charge
- b. Draft 2024 Annual Report

8. Adjournment (5:52)

Commissioner Crombie moved to adjourn. Commissioner Murphy seconded. The motion carried unanimously. The meeting adjourned at 5:52 p.m.

Minutes prepared by the Executive Director.

Respectfully Submitted

Cynthia Richson
Cynthia Richson, Secretary